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SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 34.1

Record of Storage Contract Negotiations

I. General

- A. The Dry and Cold Storage Sections, Storage Division, make negotiations for additional storage space with warehouses who have executed contracts for storing commodities acquired by the Office of Supply - CCC.
- B. Keeping records of the negotiations carried on for storage space is important for (1) the preparation of storage contract amendments, and (2) for compiling data on space negotiations and allocations.
- C. The procedure outlined herein shall be followed in preparing the described forms for keeping a record of space negotiations and in furnishing information to the Contracts Section, Storage Division, for the preparation of amendments to storage contracts.

II. Use of Telephone Negotiations for Storage Space, Form CCC 209

- A. Form CCC 209 will be prepared by the storage space allocators in the Dry and Cold Storage Sections, Storage Division, whenever telephone contact is made in an effort to secure space.
  1. Form CCC 209 provides space for certain data on the telephone negotiations made with warehouses regardless of whether storage space is secured and allocated or not. (Sample form attached).
    - a. The information called for may be inserted on the form in pencil.
    - b. The copy of Form CCC 209 being used by the allocators will be kept available for spot-checking by the Chiefs of the Dry and Cold Storage Sections.
    - c. When all of the space provided on Form CCC 209 is completely used in negotiating for space, the form shall be forwarded to the appropriate Chief of the Dry and Cold Storage Sections.
      - (1) A chronological file will be established for Forms CCC 209 in the Dry and Cold Storage Sections. This file will be available for reference and study purposes by the Storage Division.

III. Use of Record of Contract Negotiations, Form CCC 210

- A. Form CCC 210 will be prepared by the allocators in the Dry and Cold Storage Sections for each allocation of storage space regardless of the method of contact made in negotiating for space.

1. When the data has been filled in on Form CCC 210 (sample form attached) covering the space designated, the completed form will be forwarded for approval to the respective Chief of the Dry or Cold Storage Sections.
2. The Chiefs of the Dry and Cold Storage Sections will review the form in detail and, if approved, sign and transmit to the Contracts Section, Storage Division.
  - a. Amendments to storage contracts and the related documents will be prepared from Form CCC 210 in the Contracts Section.
  - b. After being used for the preparation of storage contract amendments, Form CCC 210 will be filed by contract number in the contract files.

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Acting Chief, Shipping & Storage Branch

Distribution Code "A" and "D"  
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## RECORD OF TELEPHONE NEGOTIATIONS FOR STORAGE SPACE

NAME OF ALLOCATOR

[illegible]



FORM CCC-210

14-3-45

WAR FOOD ADMINISTRATION  
COMMODITY CREDIT CORPORATION

## RECORD OF CONTRACT NEGOTIATIONS

|   |  |                      |                         |
|---|--|----------------------|-------------------------|
| COMMODITY TO BE STORED  |  | PRESENT CONTRACT NO. |                         |
| TYPE OF STORAGE   |  | DATE OF NEGOTIATION  |                         |
| NAME OF WAREHOUSE   |  | FIRST MONTH'S RATE   | SUBSEQUENT MONTH'S RATE |
| LOCATION (CHECK ONE) ON TRACK <input type="checkbox"/> OFF TRACK <input type="checkbox"/> | DRAYAGE CHARGES (IF OFF TRACK)             | CARRIER SERVING      | CARS PER DAY            |
| NAME OF WAREHOUSE REPRESENTATIVE  | DATE INSPECTION REQUESTED                  | DATE INSPECTION MADE |                         |
| NAME OF ALLOCATOR   | FACILITIES APPROVED BY (NAME OF INSPECTOR) |                      |                         |
| When space is allocated for other commodities, list the applicable rates under "REMARKS". | ALLOCATION APPROVED BY                     | APPROVAL DATE        |                         |

REMARKS:

